

# **CALLAHAN SCHOOL BUILDING COMMITTEE**

## **Meeting Minutes**

**Meeting Place:** Callahan School Principal's Office

**Meeting Date:** October 24, 2005

**Meeting Time:** 6:30 PM

### **Members Present:**

**Andre Auclair**

**Mark Brizard**

**David Brunetti, Chair**

**Roger Robert**

### **Members/Staff Absent:**

**Barry Lowe**

**Mike Coutu**

### **Staff/Consultants Present:**

**Karen Ostroff, ex-officio**

**Nancy Binns, Town Council Liaison**

**John Mainville, Town**

**Gordon Richardson, School Dept**

**Barbara A. VonVillas, School Dept.**

**Bernadette Schuster, Clerk of the Committee**

**Staff/Consultants Absent:**

**David DeQuattro, RGB**

**Kevin Cleary, Town Liason**

**Paul Couture, School Committee Liason**

**Others Present: None**

**Call to Order: Meeting called to order at 6:35 PM**

**Approval of Minutes: October 11, 2005 –unanimous.**

**Approval of Invoices/Bills: None**

**Citizen Comment: None**

**Old Business:**

**1. Update re: Clerk of the Works position. Mark Brizard, the position has been advertised in the Providence Journal and Worcester Telegram over the weekend. No responses at this time, description and specifications of the position are at Town Hall, deadline for posting is November 10. Expectation is that the candidate will have extensive construction knowledge. There should be no relationship**

with General Contractor or Subcontractors to avoid a conflict of interest as the Clerk of the Works will police the project on behalf of the town. Gordon Richardson suggested that the contract include verbiage that clarified the Clerk's loyalty to the Town in overseeing the project. Mark Brizard and Roger Robert will be assigned to oversee the Clerk of the Works. Mark Brizzard suggested that Northeastern and Wentworth University be contacted for possible candidates. Closing date for applications may need to be amended based upon response to ads.

2. David Brunetti discussed the add alternatives on bid package will appear at bidding time. Additional Scope of the Work may require that items be revised and the reduction to the gym will appear as a negative add. Depending upon the competitive nature of the bidding, the revisions may allow for additional items.

3. Budget Explanation: David Brunetti prepared and passed out the tentative budget that will be presented to Town Council at the 10/26 meeting as a pre-req for the bidding process.

#### **New Business:**

1. David Bruinetti passed out and reviewed the tentative schedule of upcoming meetings for the Committee.

2. The schedule and timetable for bid openings was discussed . David Brunetti will discuss with Louise Phaneuf what the formal procedure is for receipt and opening of sealed bids and award of the contract. Clarification is needed regarding exact time and place for bid opening and how contractor and subcontractors are to be notified. Confirmation is needed that contractors and subcontractors

have been notified of the revised bid date. David Brunetti will contact David DeQuattro (RGB) to determine proper protocol for revising bid dates and contract award.

3. Gordon Richardson distributed an article from Engineering Design Magazine that outlined and discussed the Cost-Effectiveness of Commissioning for the project. Discussion focused around how commissioning differed from the Clerk of the Works. While the Clerk assures the integrity of the work and contractors, anticipating issues and concerns, the commissioner will come in after stages of construction and installation to assure that the components of the project are in good working condition and will stand the test of time beyond warrantee periods, installations are done properly and efficiently and are all in working order upon completion of the project.

The two positions should compliment each other in safeguarding the project. Gordon advised that the cost of commissioning will run approximately \$50K for the entire project, but will warrantee against costs down the road that other projects have encountered that caused long term costs due to higher utility and repair costs with correcting problems. The commissioner would assure that engineers of the project would be doing the thorough walk thru and testing prior to final sign off of the project. David Brunetti, Mark Brizard, Barry Lowe, Gordon Richardson, Roger Robert and David DeQuattro will discuss the need for commissioning further. Suggestion was made that a permanent Building Committee for the town to develop standardization of future projects would avoid repetition of problems.

**4. Gordon Richardson discussed the problems relative to the building water pressure and the need to add this to the contract since the town will not cover the pipeline coming in to the building. If the pressure is not adjusted, the new fixtures may be damaged. A pressure reducing device will be installed to assure that the building's pressure is accurate and uniform. There also seems to be a build up and accumulation in the existing pipes that impact the water pressure, this must be addressed as it also impacts the water pressure. Roger Robert discussed an additional issue with the Ice Cap on the 1973 building and the replacement of the cap. Presently the cap is not working properly, causing leaking. The problem needs to be identified in more detail to assure that it is covered under the current scope or be added if necessary to prevent water damage to the new construction.**

**5. David Brunetti and Mark Brizard discussed the current vacancies on the committee and the need for committed members with a mix of experience to bring to the table. Nancy Binns indicated that several applicants had been discussed at the recent Screening Committee and that additional candidates would be considered. Most important to the Committee is a true commitment to the project and ability to attend meetings on a regular basis, as required.**

**6. David Brunetti provided an update and accolades to the School Department for their proactive attention that averted water damage and further problems to the school during the recent flood. Due to the hard work and diligence of Gordon Richardson and the school staff, the school was able to open in full operation on Monday**

morning with minimal clean up required. David motioned to prepare a statement to the School Committee to acknowledge the hard work and dedication of this group's efforts to maintain the school during a "once in a 100 year" crisis. The situation also raised issues about how to address the drainage problem in the front of the school that has funneled water to the back. The scope of work will now carry the water into the storm drain and away from the school.

7. Discussion was entered by Karen Ostroff about the replacement of the existing front steps and that measures that had been taken to raise them to the appropriate height may have created a safety issue.

**Other Business: None**

**General Discussion: None**

**Executive Session: None**

**Adjournment: Meeting adjourned at 8:40 PM**

**Minutes approved by:**

**David Brunetti, Committee Chair**

**Mark**

**Brizard**

**Date: \_\_\_\_\_**

**Date filed with Town Clerk: \_\_\_\_\_**

**Next Meeting Date: Thursday November 3, 2005 at 6:30 PM**